

SEVENOAKS SCHOOL

JOB DESCRIPTION



Finance Operations Manager (Full time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

Sevenoaks is the top large-cohort IB school in the UK and among the top five globally. In recent years it has been the second highest achieving large-cohort IB school in the world. Sevenoaks is also the top co-ed all-IB boarding school in the UK, according to Best Schools (Education Advisers Ltd), and features in their top ten IB Boarding Schools list for 2022. The Sunday Times named Sevenoaks School Co-educational Independent Secondary School of the Year in 2023.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local

community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy. The newest house, a contemporary building with light, modern facilities, opened in April 2024.

The Team

The Finance Team is led by the Director of Finance, who is supported by a team of accountants, finance and payroll professionals who manage the financial operations of the School and its trading subsidiary Sennocke Services, and also provide financial management support to the School's sister charity,



Sevenoaks School Foundation.

The Role

The primary purpose of the role is to drive effective, efficient finance operations that meet organisational needs and uphold financial controls. The Finance Operations Manager will report to the Director of Finance, manage the Finance Operations Team, and play a key role in delivering high quality, timely service provision to a range of internal and external stakeholders.

An early focus will be assessing the efficiency and effectiveness of processes and workload allocation, identifying opportunities to streamline and developing a team culture of excellent service delivery and continuous improvement. In addition, the Finance Operations Manager will play a leading role in updating finance software and driving a move towards cashless, paperless operations and improved financial information.

Main Duties and Responsibilities

Responsibilities will include, but are not limited to:

- Lead, motivate and develop the Finance Operations Team to deliver effective, efficient and reliable finance operations and uphold financial controls, policies and processes.
- Define an operational roadmap in agreement with the Director of Finance and the Finance leadership team to continually improve the level of service offered.
- Review, streamline and enhance the school's financial policies and processes as needed, including updating finance software.
- Lead a digital transformation programme to improve the quality of data, reporting and deliver process efficiencies.
- Ensure compliance with all policies, legislative and regulatory requirements applicable to the School, its trading subsidiary and the School Foundation.
- Oversee the billing, sales and purchase ledgers of all entities.
- Ensure VAT compliance for each entity.
- Support the Management Accountant in the delivery of timely financial management and statutory reporting.

Person specification

The successful candidate will possess the following attributes:

- Be ACCA or ACA qualified with financial acumen and strong relevant experience.
- The ability to lead, motivate and develop a team, prioritise and set clear direction, ensuring they are proactive and forward-thinking in an evolving environment.
- Experience of driving business improvements within an operational finance function, including process and system improvement.
- Strong ownership and accountability along with a positive “can-do” attitude. Willing to contribute and take responsibility as a leader.
- Strong analysis and problem solving skills.
- Excellent communication and engagement skills.
- Experienced in financial accounting, preferably gained within the educational sector or similar



organisations. Possess a good understanding of VAT and payroll regulations.

- Excellent IT skills with experience of WCBS PASS and iSAMS desirable.
- Resilient and tenacious, able to work calmly and effectively under pressure within a complex and busy environment.

Hours

The basic hours are Monday to Friday, 40 hours per week, all year round, although flexibility in these working hours will be required to meet the demands of the role during peak times.

Salary and Benefits

Salary

A salary of £55,000-£60,000 per year is available for this post, depending on the qualifications, skills and experience of the successful candidate.

Benefits

- Holiday entitlement of 25 days per annum excluding bank holidays.
- School lunch.
- Free parking.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Membership of the school's fitness centre.
- Employee Assistance Programme.
- Free or reduced price tickets to events in The

Space, our Performing Arts Centre.

- Sevenoaks School Savers voluntary benefit scheme.
- Fee remission policy (terms apply).

Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an



online check. The complete list of required checks will be provided to the successful candidate.

Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

**The closing date for applications is
28/06/2024**